

Instructions for Supply Chain Management and Environmental Safety and Health review and approval of Form 540.12, Subcontractor Safety and Health Data.

1. Responsibilities

- 1.1. Subcontract Technical Authority (STA): Assisted by the Subcontract Administrator (SA) and the area Environmental Safety & Health (ES&H) representative, review and classify the work scope as minor maintenance or complex/hazardous in accordance with MCP-1186 Appendix N.
 - 1.1.1. Determine if Section I or Sections I and II of form 540.12 will be required from the offeror and what additional documentation will be submitted for review and approval.
- 1.2. Subcontract Administrator: Issue the solicitation/RFP with instructions that completion and submittal of form 540.12 may be required.
 - 1.2.1. Obtain the completed form 540.12 and required supporting documentation from the low evaluated offeror.
 - 1.2.2. Forward the 540.12 submittal to the Small Business Officer.
- 1.3. Small Business Officer: Review the OSHA Logs and Summary and calculate the incidence rates on the 540.12 for each of the 3 previous years.
 - 1.3.1. Forward the 540.12 to the ES&H Representative responsible for the area where the work is to be performed.
- 1.4. ES&H Representative: Evaluate the data submitted and determine if the offeror is "Not Approved", "Approved" or receives a Level 1 or Level 2 "Conditional Approval" to work on the INEEL. Indicate the determination in the **FOR CONTRACTOR USE ONLY** section of the form 540.12 accordingly and return with all documentation to the SA.
 - 1.4.1. If the offeror is not approved for safety and health reasons, mark "Not Approved" and identify the reason(s) for non-approval.
 - 1.4.2. If the submittals are acceptable, designate the status of the offeror in accordance with the status positions defined in this document.
 - 1.4.2.1. If the offeror has been determined to be approved, mark "Approved" and indicate the section i.e. Section I Only or Sections I and II.
 - 1.4.2.2. If the offeror has been determined to receive a Conditional Approval, mark "Conditional Approval" and designate the Level as either 1 or 2. Also, mark Sections I and II.
 - 1.4.2.2.1. Indicate on the form any specific conditions which must be met by the offeror to work at the INEEL. Conditions should be identified to mitigate potential risk for offerors.
 - 1.4.2.2.2. Ensure that the offeror has completed Section II Programs and Information.
 - 1.4.2.2.3. Ensure that a corrective action plan that includes the following is submitted and approved.

**SUBCONTRACTOR SAFETY AND HEALTH DATA
EVALUATION INSTRUCTIONS**

- a. Identify what the offeror will implement as a part of the subcontract to improve their safety program in areas that include but are not limited to: management accountabilities, employee involvement, work control process, project goals, safety awareness, training and stop work.
 - b. Include positive steps that will be taken to ensure safe operation at the INEEL. This may include special training, required oversight by a Certified Safety Professional/Certified Industrial Hygienist, or other program elements deemed necessary to support a zero accident philosophy.
- 1.4.2.3. Level 1 Conditional Approval requires review and approval of the form and the Corrective Action Plan by the Occupational Safety and Health Director.
- 1.4.2.4. Level 2 Conditional Approval requires review and approval of the form and the Corrective Action Plan by the Occupational Safety and Health Director and General Manager/ESH&QA.
- 1.4.3. Return the signed form 540.12 and all supporting documentation to the SA.
- 1.5. Subcontract Administrator: Notify the offeror of the results of the evaluation and the resulting status determination.
 - 1.5.1. Incorporate any specific conditions identified by ES&H into the subcontract and award.
 - 1.5.2. Forward all original documents to the Small Business Officer.
- 1.6. Small Business Officer: Open and maintain a file for each approved offeror.
 - 1.6.1. Add approved offerors to the pre-approved suppliers list.

**SUBCONTRACTOR SAFETY AND HEALTH DATA
EVALUATION INSTRUCTIONS**

STATUS POSITIONS:

Approved: If the EMR, TRCR and LWCR are at or below the level identified, the offeror is approved for on-site work.

EMR	.88 or lower
TRCR	3.5 or lower
LWCR	2.5 or lower

Conditional Approval Level 1: If the EMR, TRCR and LWCR are at or below the level identified, the offeror will be required to meet additional conditions to perform work on-site.

EMR	1.0 or lower
TRCR	7.5 or lower
LWCR	4.0 or lower

Conditional Approval Level 2: If the EMR, TRCR and LWCR are above the level identified, the offeror will be required to meet additional conditions to perform work on-site.

EMR	greater than 1.0
TRCR	greater than 7.5
LWCR	greater than 4.0

DEFINITIONS:

Experience Modification Rate (EMR): An adjustment to the workers' compensation experience. An experience modifier of 1.00 is the expected average for a given contractor and reflects the cost of losses expected for a contractor that employs the various trades.

Incidence rates:

An incidence rate of injuries and/or illnesses cases related to a common exposure base can be computed from the formula below. This enables one to make accurate industry comparisons and trend analysis among firms regardless of size. The same formula with a varying **N** defined variable is used to compute different incidence rates and is calculated as follows:

$$\frac{N \times 200,000}{EH}$$

Where:

EH = Total hours worked by all employees during calendar year.
200,000 = Represents the equivalent of 100 full-time employees working 40 hours per week, 50 weeks per year, and provides the standard base for the incidence rates.

TRCR, Total Recordable Case Rate, is calculated as:

$$\frac{N \times 200,000}{EH}$$

Where:

N = Number of total OSHA recordable injuries and/or illnesses cases to include those with lost workday(s), job transfer and/or restriction, and other.

LWCR, Lost Workday Case Rate, is calculated as:

$$\frac{N \times 200,000}{EH}$$

Where:

N = Number of total OSHA recordable injuries and/or illness cases with lost workday(s).